



**CITY & COUNTY OF HONOLULU  
DEPARTMENT OF BUDGET AND FISCAL SERVICES  
DIVISION OF PURCHASING**

**Position:** Procurement and Specifications Specialist V (Contract)

**General Summary of Duties and Responsibilities:**

Works under the general supervision; independently performs the most difficult work in drafting specifications and reviewing specifications and standards for the procurement of the most complex, specialized and technical goods, services and construction, including those that are special, critical, and/or time sensitive; procures goods, services, and construction through a centralized procurement program; serves as a senior staff specialist and/or team leader on special project procurement teams, provides technical advice and expertise to lower level specialists, and assists in the training and development of lower level specialists. Performs special assignments and other duties as required. May assist in the supervision of a procurement section, as assigned.

**Duties and Responsibilities:**

- Participates in the buying for the most complex commodities, services, and construction. Drafts specifications and terms and conditions for bids. Provides information and clarifies bid requirements to vendors. Receives and reviews bid quotations, recommends award along with adequate justifications, and issues appropriate documents upon award approval.
- Reads and attends instructional and training classes to gain knowledge of current laws, rules, regulations, policies, and procedures governing City purchasing.
- Explains to contractors the City's needs for specific commodities and services. Maintains effective relationships with contractors; clarifies and interprets provisions of existing policies and laws regulating City purchases.
- Investigates complaints from City requisitioners against contractors for unsatisfactory contract performance and recommends appropriate action, such as assessing liquidated damages for late delivery or late completion or suspending vendor from participating in City bids.
- Investigates bid protests and recommends or takes appropriate action.
- Recommends, provides oversight, or conducts negotiations for purchases of goods and services without bid, as permitted by law, and provides written justification.
- Participates and shares specialized knowledge with other Procurement and Specifications Specialists in preparing specifications for solicitations and contracts.
- Provides information to City requisitioners as required including commodities and services on City contracts and purchasing procedures to acquire commodities and services.
- Researches through various marketing, technical, and industrial journals and publications to keep abreast of market and technological developments to insure that the City buys proper products at the best possible cost.
- Maintains procurement records and documentation.
- Performs other related duties required, including grants, concessions, and leases.

**Qualification Requirement:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in business or public administration, marketing, economics or related field and three (3) years of professional experience in centralized purchasing and standards and specifications development activities.

**To apply:** Send a cover letter, your current resume and at least 3 references to [bfspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov).

**Deadline to apply:** Applications will be accepted until position is filled.